

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title: Payroll/Benefits Specialist
Position Number: 58106069
Division: Director's Office
Bureau: Office of Human Resources
Grade/Salary: 11/\$11.26/hr DOQ
Training assignment 10/\$10.33
Type of Employment: Permanent/Full-time
Location: Helena
Union: No
Supplement: Yes
Closing Date: January 18, 2007

The Department of Revenue is looking for an energetic, enthusiastic and self-starter individual who enjoys working in an office environment. To perform successfully as a Payroll/Benefits Specialist, you must be self-motivated with ability to work independently and as part of a team. You must possess strong work ethics, a positive attitude and the ability to communicate effectively and respectfully with co-workers. You will serve as the initial contact for customer inquiries by providing both written and oral responses to issues and concerns. If you have the skills to provide effective and professional assistance to customers and to be accountable for your decisions, we encourage you to apply!

Some of the duties for Payroll/Benefits Specialist include research and respond to questions concerning payroll and benefits. Responsibility for all aspects of department payroll, leave and benefits administration for approximately 650 full-time, part-time-seasonal, and short-term employees. They also assist accounting and budgeting personnel with payroll and FTE data compilations and interpretation. Primary contacts are with employees, department management, other state agencies, and internal/external customers. Working knowledge of word processing, spreadsheet and software applications. Ability to maintain strict confidentiality regarding sensitive information. Able to think creatively and recommend innovative solutions.

Should an applicant for this position not meet the minimum qualifications a training assignment at a grade lower may be implemented. The training assignment is typically for one year or until the training assignment requirements have been met, whichever comes first.

Education and Experience: The above competencies are typically acquired through a combination of education and experience equivalent to graduation from high school and three years of administrative office experience that includes the use of personal computers; advanced use of word processing, database, graphics/publishing, and/or presentation software and one-year of human resource experience including recruitment and selection. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Answer to the supplement questions (see attached).
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other Eligibility Requirements: Applicants must be in compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully

Supplement Questions

Position Number: 58106069
Position Title: Payroll/Benefits Specialist
Application Deadline: January 18, 2007

Instructions: Please complete the following supplement question. Please put your name and the position number for which you are applying on the top of the page. Your response must be printed clearly or typed on standard paper. Your response will be used to evaluate your written communication skills. Your supplement answer may be reviewed separately from other selection material required (application and/or resume).

1. Describe your experience with payroll processing. Include an explanation of your responsibilities with an on-line payroll system.
2. Describe your experience with benefits administration.
3. Describe your experience with personal computers. Include an explanation of the software used and your duties and responsibilities.

DEPARTMENT OF REVENUE

Reference Check Authorization Form

Applicant's Name: _____
(please type or print)

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Revenue, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Revenue to contact any or all of my present or past employers and/or personal references.

I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Revenue.

Applicant's Signature: _____ Date: _____